



Policy: 1130
Procedure: 1130.02
Chapter: Communications
Rule: Assessing Institutional and
Community Programs

Effective: 04/12/07
Replaces: N/A
Dated: N/A

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) has established a process for assessing its institutional and community-based treatment programs utilizing the Correctional Program Checklist (CPC).

Rules:

1. The **DIRECTOR, DEPUTY DIRECTOR, ASSISTANT DIRECTORS OF PROGRAMS, INSTITUTIONS, AND SUPPORT SERVICES AND COMMUNITY CORRECTIONS DIVISION ADMINISTRATOR** shall approve the annual plan of community-based and institutional programs for review prior to the application of the CPC by the Research and Development (R/D) Division.
2. **SERVICE PROVIDERS UNDER CONTRACT, EMPLOYEES, VOLUNTEERS, AND INTERNS** with ADJC shall cooperate fully with R/D and assist in any CPC assessment.
3. **R/D** shall contact the Program Director to:
 - a. Introduce the CPC and R/D staff; and
 - b. Schedule site visit.
4. Prior to the site visit, the **PROGRAM DIRECTOR** shall:
 - a. Collect the materials identified in Form 1130.02A Checklist of Materials for CPC Site Visit; and
 - b. Distribute Form 1130.02B Staff Member Survey to all Employees involved in providing direct services to offenders.
5. During site visit, **R/D** shall:
 - a. Review documentation pertaining to the program;
 - b. Collect Staff Member Survey forms;
 - c. Conduct in-depth interviews with the:
 - i. Program Director;
 - ii. Clinicians; and
 - iii. Other program personnel who deliver treatment services.
 - d. Observe treatment groups;
 - e. Interview juveniles participating in the program;
 - f. Review active and closed case files.
6. Upon completion of site visit, **R/D** shall:
 - a. Prepare a draft report; and
 - b. Provide the draft report to the Program Director for review and feedback.
7. **R/D** shall brief the Leadership Team of the CPC program review results after feedback from Program Director has been received.
8. **R/D** shall issue the Final report to the:
 - a. Program Director;
 - b. ADJC Director;
 - c. Deputy Director;

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- d. Assistant Director of Programs and Institutions;
 - e. Assistant Director, Support Services; and
 - f. Community Corrections Division Administrator.
9. The **DEPUTY DIRECTOR** shall disseminate the final report to others than those listed above, when appropriate.
10. The **PROGRAM DIRECTOR** shall complete a corrective action plan:
- a. Within 30 days of receipt of the final CPC report;
 - b. Based on recommendations made in the CPC report.
11. **R/D** shall also assist the program with completing the corrective action plan.
12. **R/D** shall schedule a follow-up CPC program review to be conducted six months after the initial program assessment date. At that time, the **PROGRAM DIRECTOR** shall ensure that:
- a. All corrective action items have been completed; or
 - b. For any corrective action items that have not been completed:
 - i. There is a written explanation for the reason the item(s) has/have not been corrected; and
 - ii. There is a plan to correct those items; or
 - iii. There is a reason why it is no longer necessary that the items be complete.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By:
04/12/2007	John Vivian Ph.D		